

# Emily Griffith Technical College

## Online Payment Instructions

1. Login to Portal - <https://my.emilygriffith.edu/ics>  
Click Account Summary and Payments from Quick Links



Home Student Academics Admissions My Pages

You are here: [Home](#) > [Home](#)

Portal

Home

Quick Links

My Pages

- Account Summary & Payments
- Catalog
- Moodle
- Career Opportunity Network
- Emily Griffith Website
- Student Handbook

Emily Griffith Campus

Emily's Services      Parking Options

Visit      Visit

2. Click "My Account Balances" under the "My Account Information" Section



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You are here: [Student](#) > [Account Summary & Payments](#)

Student

Registration

Account Summary & Payments

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Account Summary & Payments

My Account Information

My Account Balances

Course and Fee Statement

Request Payment Plan

3. Click "Make a Payment"



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Account Summary & Payments

My Account Information - My Account Balances

My Account Balances

Accounts Receivable - Students \$3,504.75 Due [View Payment Plan.](#)  
Account includes pending transactions

Grand Total \$3,504.75 Due

[View account details & history](#)

[Make a Payment](#)

[Course and Fee Statement](#)

#### 4. Enter Payment Amount on the appropriate payment line



You are here: [Student](#) > [Account Summary & Payments](#) > [My Account Information](#) > [My Account Information](#) > [My Account Balances](#) > [Pay on My Account](#)

Student

### Account Summary & Payments

Registration

Account Summary & Payments

My Account Information - Pay on My Account

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	Amount To Pay
Accounts Receivable - Students Balance:	\$3,504.75
Standard 5 Month Due 2/15/2020:	\$0.00
Standard 5 Month Due 3/15/2020:	\$276.19
Standard 5 Month Due 4/15/2020:	\$276.19
Standard 5 Month Due 5/15/2020:	\$276.19
Standard 5 Month Due 6/15/2020:	\$276.18

Submit

Cancel

#### 5. Click "Continue" for Credit Card payments



You are here: [Student](#) > [Account Summary & Payments](#) > [My Account Information](#) > [My Account Information](#) > [My Account Balances](#) > [Pay on My Account](#)

Student

### Account Summary & Payments

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Account Summary & Payments

My Account Information - Payment Method

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Please choose Continue to proceed with payment.

Credit Card

Continue

#### 6. Enter your Credit Card information and click "Continue" to proceed with payment

Student

### Account Summary & Payments

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Account Summary & Payments

My Account Information - Enter Payment Information

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This is a secure online form. Your transmissions while in this area are absolutely secure and private. Information provided here will only be used for the purpose of processing your payment.  
Required information is in bold type and indicated by an asterisk (\*)

#### 1. Verify Amount and Description of Payment

Amount of Payment: \$276.19  
Description of Payment: This is an AR payment.

#### 2. Enter Credit Card Information

Credit Card Type \*   
Card Number \*   
Card Code \*  3 or 4-digit number on the back or front of your card  
Expiration Date \*  /

#### 3. Enter the Billing Address for the above account

First Name \* Last Name \*    
Company Name  Required if card is associated with a company  
Address \*   
City \* State \* Zip \*     
Country \*   
Phone Number \*  Format is 555-555-5555, use + for international

#### 4. Enter your Email Address for a receipt to be sent to you

Email Address

Continue

Cancel